

CIA NOTICE NO. _____

SUBJECT: Household Goods and Personal Effects of Staff
Employees Stationed in ~~the~~ North East Asia and
[REDACTED]

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1. In accordance with the provisions of [REDACTED], it has been determined to be in the best interest of the Agency to adopt the following policy concerning the furnishing of government quarters; and the transportation and/or storage of household goods and personal effects, for staff employees transferring PCS to North East Asia [REDACTED]

a. The Agency, working in cooperation with the U. S. military establishments in the above mentioned areas, will attempt to provide furnished quarters without cost to all staff employees transferred to or presently stationed in those areas.

b. A list of the type of household furnishings which will be provided for the use of employees at the foreign post will be provided each employee prior to his departure, and he will be prohibited from transporting household effects at government expense when such items are to be furnished by the government at the overseas post.

c. Employees proceeding to those areas will be allowed up to the maximum weight allowance for accompanied and unaccompanied baggage, as provided by Agency Regulations.

d. The maximum amount of household goods and personal effects (exclusive of an automobile, and the baggage mentioned in Paragraph c, above), which an employee who is to be provided with furnished quarters, may be authorized to transport at Agency expense is 3000 pounds (gross weight).

e. A like restriction will apply to shipments from the area. Employees may not ship more than 3000 pounds (gross weight) of household goods and personal effects (exclusive of luggage and automobile) from the area at government expense.

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f. The Agency Transportation Division will arrange with the employee for the packing, cartage, and shipment to his overseas station of household effects within the 3000 pound limitation. The employee will make his own arrangements for the packing and storage of those household effects which are to remain in the U. S. He may claim reimbursement for the costs incurred in connection with the packing, storage, and unpacking of his effects (within the prescribed weight limitations) in accordance with the provisions of Foreign Service Regulations 165.3. All claims for reimbursement must be accompanied by itemized paid invoices.

g. The weight of the effects which may be stored at government expense shall be determined by subtracting the pounds shipped up to 3000 pounds, from the gross weight allowance prescribed by Foreign Service Regulations, and then reducing the remainder by 40% (the estimated weight of overseas packing).

h. Employees already stationed in subject areas who have household goods and effects in storage in the U. S. may claim reimbursement for the actual cost of such storage, incurred subsequent to 31 August 1952, subject to the same limitations prescribed for employees proceeding to those areas.

i. The date of commencement and the date of termination of the payment of storage charges on household effects by the Agency shall be determined in accordance with the provisions of Foreign Service Regulation 165.4.

j. All orders covering travel of employees to subject areas on PCS shall specifically limit the household effects transported at government expense to 3000 pounds gross weight, and specifically authorize the storage of effects in the U. S. if applicable.

2. No exceptions to the above outlined policy will be made except upon the specific approval of the Foreign Division Chief concerned. The reason for such exception, quoting the regulation authority, must be attached to each copy of the travel order in every case.

3. The authorization contained herein for the storage of effects at Agency expense is predicated upon a determination,

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which is hereby made, that emergency conditions exist at Agency posts in North East Asia [REDACTED] within the meaning of Section 5 (a) (1) (B) of Public Law 110. Employees there are unable to obtain adequate housing at reasonable cost.

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4. The Personnel Office, ~~General Services Office~~, and Procurement Office, in cooperation with the Foreign Divisions concerned, shall arrange for:

- a. The dispatch of appropriate instructions and advice to the field installations affected.
- b. For the briefing of all employees proceeding to subject areas.
- c. For the preparation of comprehensive procedures, schedules, forms, and instructions for publication as a part of CIA Regulations, within 60 days.
- d. For the acquisition and evaluation of factual data concerning housing available to Agency employees in other geographical areas overseas, and for the preparation of recommendations for the extension of this policy to other areas when it is determined to be to the interest and advantage of the Agency to do so.
- e. For an annual review, as of 1 July of each year, of housing conditions and costs at each post where it has been determined that "emergency conditions" exist and for the preparation of recommendations to support the continued authorization of, or termination of, the storage of household effects under "emergency conditions."

WALTER REID WOLF
Deputy Director (Administration)

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